

## ASSIGNMENT 2

Textbook Assignment: Chapter 2, "Leadership and Administrative Responsibilities," pages 2-11 through 2-43.

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- 2-1. Of the 12 evaluation trait blocks on the performance evaluation form, which one(s) is/are reserved for E-7 through E-9 evaluations only?
1. Management
  2. Counseling
  3. Directing
  4. All of the above
- 2-2. The Navy's enlisted performance evaluation system provides an opportunity for individuals to submit information they feel should be included in their performance evaluation. Which of the following methods is used by an individual to provide this information?
1. Writing a rough evaluation for the supervisor
  2. Submitting an Individual Input Form to the supervisor
  3. Submitting a letter through the chain of command
  4. Indicating on the signature block of the report form that a statement is desired
- 2-3. How often are enlisted performance evaluation reports normally submitted?
1. Semiannually
  2. Quarterly
  3. Annually
  4. Monthly
- 2-4. For which, if any, of the following situations may the continuity of the reporting periods for performance evaluations be broken?
1. TAD periods exceeding 90 days
  2. Leave periods of 30 days or more
  3. Periods of travel between duty stations
  4. None of the above
- 2-5. An individual who has been on board for less than 90 days is evaluated as not observed in which of the following areas of the evaluation form?
1. Professional traits
  2. Personal traits
  3. Leadership
  4. All of the above
- 2-6. For which of the following reasons is a performance evaluation required?
1. Disenrolling from any school
  2. Entering confinement
  3. Completing a 30 day course of instruction
  4. Completing 90 days on board
- 2-7. If one of your subordinates commits an act of misconduct during a reporting period, you should withhold comments in the evaluation about the misconduct in which of the following cases?
1. Prosecution by civil authorities is contemplated
  2. Misconduct is referred to a court-martial
  3. Nonjudicial punishment is contemplated
  4. Each of the above
- 2-8. Records for selection boards are prepared as much as how many months in advance of the convening date of the board?
1. 2
  2. 4
  3. 6
  4. 8

- 2-9. You have certain rights and responsibilities concerning your evaluation. Which of the following publications would you use for detailed information about your rights?
1. U.S. Navy Regulations
  2. Naval Military Personnel Manual
  3. Career Information Program Management
  4. Standard Organization and Regulations of the U.S. Navy
- 2-10. Members have the right and responsibility to submit information they believe should be mentioned in their evaluation reports.
1. True
  2. False
- 2-11. Every service member is required to sign his or her performance evaluation. What does the individual's signature signify?
1. That the individual has received a copy of the report
  2. That the report has been reviewed and the member's rights have been explained
  3. That the member agrees with the evaluator's marks and comments
  4. That the member agrees with the counselor's recommendations for improving poor performance
- 2-12. The Chief of Naval Personnel has the sole authority to remove or modify evaluations that are filed in your service record.
1. True
  2. False
- 2-13. The Board of Correction of Naval Records (BCNR) was established for which of the following purposes?
1. To relieve Congress of the burden of considering private bills for the correction of naval records
  2. To recommend correction of an error or remove an injustice in the record of a Navy member
  3. Both 1 and 2 above
  4. To act as the Navy's quality control board for determining the suitability of members for retention in the service
- 2-14. If you receive an evaluation that you consider adverse, what maximum length of time do you have to make a statement if the commanding officer does not grant an extension?
1. 15 days
  2. 30 days
  3. 45 days
  4. 90 days
- 2-15. If a reporting command is unable to obtain an individual's signature on a performance evaluation, the evaluation is forwarded to BUPERS with which of the following documents?
1. A photocopy of the individual's signature
  2. A cover letter stating the reason the signature could not be obtained
  3. A copy of the individual's record of emergency data
  4. An affidavit with a sworn statement by the evaluator that all information is correct

- 2-16. At which of the following times is the performance evaluation considered final and no further changes are permitted?
1. After the member signs the report
  2. After the report is submitted to BUPERS
  3. After the commanding officer signs the report
  4. After counseling the member on adverse remarks
- 2-17. Which of the following reasons constitute(s) an adverse report?
1. The member receives a mark of 3.0 in leadership
  2. The member is not recommended for advancement
  3. The member has an adverse comment in the narrative section
  4. Both 2 and 3 above
- 2-18. BUPERS will not accept a supplemental report more than how many years old?
1. 1
  2. 2
  3. 3
  4. 4
- |    |          |
|----|----------|
| A. | Block 27 |
| B. | Block 28 |
| C. | Block 29 |
| D. | Block 30 |
| E. | Block 31 |
| F. | Block 32 |
- 2-19. Assesses the member's personal behavior and degree of self-control under stress.
1. A
  2. B
  3. C
  4. F
- 2-20. Measures the individual's ability to solve problems and to accept instruction or direction.
1. A
  2. B
  3. D
  4. E
- 2-21. Measures the person's contribution to the commands mission.
1. A
  2. B
  3. C
  4. F
- 2-22. Measures the individual's ability to set goals and performance standards.
1. A
  2. B
  3. C
  4. E
- 2-23. Measures the member's ability to perform duties not associated with his or her rating.
1. A
  2. B
  3. D
  4. F
- 2-24. On which of the following dates are periodic performance evaluations submitted for E-5 personnel?
1. 30 September
  2. 30 April
  3. 31 March
  4. 31 January

**Figure 2A. --Evaluation trait block.**

TO ANSWER QUESTIONS 2-19 THROUGH 2-23, SELECT FROM FIGURE 2A THE PERFORMANCE EVALUATION TRAIT BLOCK THAT CORRESPONDS TO THE STATEMENT. ANSWERS MAY BE USED ONCE, MORE THAN ONCE, OR NOT AT ALL. FIGURE 2-8 ON PAGE 2-10 OF THE TEXT SHOWS THE FRONT OF THE EVALUATION REPORT.

- 2-25. If a member has been on board the command for less than 90 days, the completion of a periodic performance evaluation is required if a total of 150 days has elapsed since the member's last evaluation.
1. True
  2. False
- 2-26. Commanding officers are encouraged to submit special reports to assist in determining assignments and advancements for which of the following paygrades?
1. E-1 through E-3
  2. E-4 through E-6
  3. E-7 only
  4. E-8 through E-9
- 2-27. In evaluating the performance of an E-3, when, if ever, should you assign a grade in block 36, Directing?
1. During each evaluation period
  2. When the E-3 requests to be evaluated in this area
  3. When the E-3 has clearly demonstrated abilities in this area
  4. Never
- 2-28. Traits such as leading, delegating, and inspiring subordinates to achieve a goal should be evaluated in which of the following blocks?
1. Block 30, Reliability
  2. Block 32, Personal Behavior
  3. Block 36, Directing
  4. Block 38, Management
- 2-29. Block 39 of the performance evaluation is the overall evaluation mark assigned to assess the member's overall value to the Navy. What determines the grade assigned in this block?
1. The average of all assigned grades
  2. The overall assessment of the individual by the reporting senior
  3. The highest grade assigned in Personal Traits
  4. The lowest grade assigned in Professional Factors
- 2-30. What performance evaluation block requires specific support in writing if a grade of 4.0 is assigned?
1. Block 27, Rating Knowledge/Performance
  2. Block 31, Military Bearing
  3. Block 38, Management
  4. Block 39, Overall Evaluation
- 2-31. If a reporting supervisor feels an individual is capable of satisfactorily performing the duties and responsibilities of the next higher paygrade but is not yet eligible for advancement, what block should be checked?
1. Block 41, Recommended
  2. Block 42, Progressing Toward
  3. Block 43, Not Recommended
  4. Block 55, Special Achievements

- 2-32. Commanding officers may delegate certain personnel to sign performance evaluations. Which, if any, of the following performance evaluations may be signed by someone who has been delegated this authority?
1. Evaluations that contain a recommendation for advancement to paygrade E-8
  2. Evaluations that contain a recommendation for promotion to officer status
  3. Evaluations that withdraw a member's recommendation for advancement after authorization has been received
  4. None of the above
- 2-33. Which of the following comments should NOT be included in the Duties and Responsibilities section of the performance evaluation?
1. Assigned maintenance supervisor of the ship's navigation equipment
  2. Assigned as the ship's master-at-arms, 1 April to 31 May
  3. Assigned to a ship deployed to the Eastern Mediterranean in support of a multinational peacekeeping force
  4. Awarded the Bronze Star for heroism
- 2-34. Which of the following special achievements should be entered in block 55 of the performance evaluation for the current year?
1. Acts for which civilian recognition has been bestowed but no military decoration given
  2. All educational achievements and degrees earned during the person's career
  3. All correspondence courses completed during the evaluation period
  4. All of the above
- 2-35. In writing the evaluation comments, you find that insufficient space is provided for all your remarks. What should you do to correct this problem?
1. Submit a continuation comment sheet
  2. Rewrite in bullet format using the space provided
  3. Eliminate comments that give conclusive facts concerning the individual's performance
  4. Abbreviate all words and use as many acronyms as possible
- 2-36. As the reporting supervisor evaluating a member who served on a general court-martial during the reporting period, which of the following comments would be appropriate for the Evaluation Comments section?
1. Served as a member of a general court-martial
  2. Served as a member of a general court-martial; finding of guilty on all counts
  3. Served as a member of a general court-martial; performance of duty in keeping with member's military performance trait grade
  4. All of the above
- 2-37. Before a comment can be entered on the performance evaluation concerning the use of illegal drugs, it must be substantiated by facts. In which of the following ways can the facts be established?
1. Voluntary disclosure by the member
  2. Lawful seizure of illegal drugs in possession of the member
  3. Reliable eyewitness accounts of the member's abuse of illegal drugs
  4. Each of the above

- 2-38. When a recommendation for a future duty assignment is included in the Evaluation Comments section of the performance evaluation, which of the following factors about the person should determine the approval of the recommendation?
1. The individual's family history
  2. The individual's desire for the type of assignment
  3. The individual's potential for the new assignment
  4. The individual's eligibility for the new assignment
- 2-39. Which of the following personnel may be delegated signature authority by the commanding officer?
1. CPOs only
  2. Officers only
  3. Department heads only
  4. Military and civilian personnel
- 2-40. If authority is given to a subordinate to sign official correspondence for the commanding officer, which of the following lines usually appears below the subordinate's signature?
1. By direction
  2. By authority of
  3. For the commander
  4. For the commanding officer
- 2-41. Signature authority may NOT be delegated to LPOs to sign which of the following documents?
1. PMS weekly schedules
  2. Special request chits
  3. Page 1 service record entries
  4. Page 13 service record entries
- 2-42. Which of the following manuals contains specific guidance on signature authority?
1. Standard Organization and Regulations of the U.S. Navy
  2. Information and Personnel Security Program Regulations
  3. Department of the Navy Correspondence Manual
  4. U.S. Navy Regulations
- 2-43. If you use a facsimile stamp of someone's signature, what should appear next to the signature to authenticate the facsimile?
1. Acting
  2. By direction
  3. Your initials
  4. Your signature
- 2-44. A naval message should be used instead of a NAVGRAM under which of the following circumstances?
1. The communication is urgent and speed is of primary importance
  2. The addressee is an overseas station
  3. The communication is classified
  4. Its use is cost effective
- 2-45. If a command is the "information addressee" on a message, which of the following actions, if any, should the command take concerning the message?
1. Route the message to concerned officers to determine the action addressee's responsibilities
  2. Whatever action is required within the command
  3. The actions directed by the action addressee
  4. None of the above
- 2-46. After a naval message has been prepared and signed by the drafter, which of the following persons releases the message?
1. The drafter
  2. The senior Radioman
  3. The delegated releasing officer
  4. The communications watch officer
- 2-47. Who is responsible for the validation of the contents of a message?
1. Originator
  2. Addressee
  3. Releaser
  4. Drafter

- 2-48. Who is responsible for the selection of a message precedence?
1. Drafter
  2. Releaser
  3. Addressee
  4. Originator
- 2-49. Who is responsible for the proper addressing of messages?
1. Originator
  2. Addressee
  3. Releaser
  4. Drafter
- 2-50. When assigning precedence to a message, which of the following factors should you consider?
1. Importance of the subject
  2. Desired delivery time
  3. Both 1 and 2 above
  4. Seniority of the originator
- 2-51. What is the highest precedence normally authorized for administrative messages?
1. Immediate
  2. Priority
  3. Routine
  4. Flash
- 2-52. What precedence is identified by the prosign O?
1. Flash
  2. Priority
  3. Immediate
  4. Emergency Command
- 2-53. A message is released at 1930 hours Greenwich Mean Time on 2 January 1991. What is the correctly stated date-time group (DTG) assigned to the message?
1. 1930Z 02JAN91
  2. 02JAN91 1930Z
  3. 19302Z JAN 91
  4. 021930Z JAN 91
- 2-54. Naval messages may have a total of (a) how many originators and (b) how many action and information addressees?
1. (a) One (b) one each
  2. (a) Two (b) two each
  3. (a) Three (b) unlimited
  4. (a) One (b) unlimited
- 2-55. Messages addressed to address indicating groups (AIGs) would most likely contain which of the following types of information?
1. Directive changes
  2. Emergency leave requests
  3. Destructive storm warnings
  4. Personnel changes of station
- 2-56. When a message is unclassified, what word or abbreviation should appear on the classification line?
1. UNCLASSIFIED
  2. NOCLASS
  3. NONCLAS
  4. UNCLAS
- 2-57. A message readdressal refers to what kind of message?
1. A corrected copy of the original draft
  2. A duplicate copy transmitted to an activity because the original was illegible
  3. One transmitted to an activity that is not an addressee on the original draft
  4. One that has been returned to the originator for additions or deletions by higher authority
- 2-58. Unless otherwise directed, all naval message directives are automatically canceled after what maximum period of time?
1. 12 months
  2. 6 months
  3. 90 days
  4. 30 days

- 2-59. Minimize requires message drafters and releasers to make which of the following considerations?
1. Is the message as short as possible
  2. Is electrical transmission essential
  3. Can the message be sent at a later date
  4. May the message be sent to more than one addressee
- 2-60. A rough draft of naval correspondence to be reviewed by a drafting officer should contain which of the following types of information?
1. Two ideas in each sentence and more than one central thought in each paragraph
  2. One subject, clearly and concisely written
  3. All information pertaining to the subject
  4. The smallest details of all the facts
- 2-61. What should be your first concern in drafting correspondence?
1. Format
  2. Purpose
  3. Distribution
  4. Security classification
- 2-62. When organizing a naval letter, what information should you include in the first paragraph?
1. References used
  2. Listing of addressees
  3. Purpose of the letter
  4. Overview of the letter contents
- 2-63. You are assigned the task of writing a piece of naval correspondence. Which of the following steps should be your first?
1. Writing an outline
  2. Determining the target date
  3. Determining the distribution list
  4. Gathering appropriate reference material
- 2-64. When preparing the rough draft of a naval letter, you should concentrate on which of the following aspects?
1. Proper spelling and punctuation
  2. Proper style and letter format
  3. The appropriate references
  4. The necessary information
- 2-65. When reviewing the rough draft of your correspondence for the first time, which **of** the following procedures should you follow?
1. Review your accomplishments
  2. Remove unnecessary introductory phrases
  3. Rework paragraphs that are difficult to understand
  4. Make brief notes at points where the text can be improved
- 2-66. Before presenting smooth correspondence for signature, you should check for accuracy in which of the following areas?
1. Standard subject identification codes
  2. Properly labeled and attached enclosures
  3. Correct titles of all addressees
  4. All of the above
- 2-67. The security classification you assign to naval correspondence is determined by which of the following factors?
1. The number of information addressees
  2. The information contained in the correspondence
  3. The security classification of related documents
  4. The security classification of references contained in the correspondence



2-68. An endorsement may be placed on the signature page of a naval letter under which of the following circumstances?

1. The text of the endorsement consists of a maximum of three lines
2. The basic letter and the endorsement bear the same security classification
3. The security classification of the endorsement is lower than that of the basic letter
4. The space on the signature page of the basic letter is sufficient to accommodate the entire endorsement

2-69. Correspondence that is used as informal communication between subordinates within the same activity can be accomplished by using which of the following methods?

1. NAVGRAM
2. Speedletter
3. "Memorandum For"
4. "From-To" memorandum

2-70. What is the purpose of a NAVGRAM?

1. Urgent communications between DOD addressees
2. To ensure priority handling of the communication by the addressee
3. To transmit urgent correspondence by electrical means
4. To ensure special handling by postal authorities